

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

FINANCE DEPARTMENT, PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8354

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

1. DATE: October 5, 2022
 2. CONTRACT NAME: Open-End A/E Services –
Civil Engineering (CE), Landscape Architecture (LA)
 3. CONTRACT NUMBER: 46-17ckc (as customized below)
 4. CONTRACT PERIOD: May 31, 2017 through May 30, 2018
1st Renewal: May 31, 2018 through May 30, 2019
2nd Renewal: May 31, 2019 through May 30, 2020
3rd Renewal: May 31, 2020 through May 30, 2021
4th Renewal: May 31, 2021 through May 30, 2022
Extension: May 31, 2022 through May 30, 2023
 5. RENEWAL OPTIONS: Four (4) one-year renewals
 6. GROUPS: Group I: Civil Engineering (CE);
Group II: Landscape Architecture (LA)
 7. CONTRACTORS:

V/N 646466 PH 703-817-1373 FX 703-817-1393	A. Morton Thomas & Assoc. (CE, LA) <i>Contract AMT46-17ckc</i> 14555 Avion Parkway, Suite 150 Chantilly, VA 20151 mwiercinski@amtengineering.com Michael Wiercinski, PE, PS Principal
V/N 649755 PH 540-347-9191 FX 540-349-1905	Carson Land Consultants (CE) <i>Contract CLC46-17ckc</i> 45 Main Street, 1 st Floor Warrenton, VA 20186 jim@carsonlc.com James Carson, Jr., President
V/N 641346 PH 703-777-2755 FX 703-777-8751	christopher consultants ltd. (CE, LA) <i>Contract PSA46-17ckc</i> 50 Catoctin Circle NE, Suite 200 Leesburg, VA 20176 jpaciulli@psaltd.com Joseph Paciulli, Vice President
V/N 639869 PH 434-296-2108	Land Planning & Design Associates, Inc. (LA) <i>Contract LPDA46-17ckc</i> 1006 E Jefferson Street, Suite B Charlottesville, VA 22902 bill@lpda.net William Mechnick, President
V/N 647318 PH 703-840-4815 FX 703-449-6713	Pennoni Associates, Inc. (CE, LA) <i>Contract PA46-17ckc</i> 208 Church Street, SE Leesburg, VA 20175 sswolford@pennoni.com Susan Wolford, Regional Vice President
V/N 644931 PH 703-368-7373	Rinker Design Associates, P.C. (CE) <i>Contract RDA46-17ckc</i> 9385 Discovery Boulevard, Suite 200
- Contract 46-17ckc, Open-End A/E: CE, LA

FX 703-257-5443

Manassas, VA 20109
ddwornik@rdacivil.com David Dwornik, Principal

V/N 641933
PH 804-200-6464
FX 804-560-1016

Timmons Group, Inc. (CE, LA) *Contract TG46-17ckc*
1001 Boulders Parkway, Suite 300
Richmond, VA 23225
Steve.Hostetler@timmons.com Steve Hostetler, Principal
lugay.lanier@timmons.com Lu Gay Lanier, Principal in Charge, LA

PH 804-200-6457

V/N 646465
PH 434-316-6080
FX 434-316-6081

WW Associates, Inc. (CE) *Contract WWA46-17ckc*
PO Box 4119
Lynchburg, VA 24502
hwhite@wwassociates.net Herbert White, III, PE, President

7. TERMS: Net 45

8. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, Procurement Officer III
PH (540) 422-8354
kathy.stanley@fauquiercounty.gov

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

See Below for Instructions and Fees.

INSTRUCTIONS

1. Orders: All Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.

PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR OPEN-END ARCHITECTURAL SERVICES:

Types of Project Orders:

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order. Offeror shall provide with the lump sum fee, an itemized list indicating how the lump sum fee was obtained, including but not limited to number of hours estimated per personnel classification and allowable additional costs, per the contract rates. The Owner reserves the right to withhold notice to proceed, or the release of the Purchase Order, until an acceptable proposal breakdown is provided.

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Firm cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Firm's billing request.

Procedures for Ordering Services

Coming soon: Using Departments will utilize these contracts on a rotating basis, using a spreadsheet the Procurement Division will develop and post on the County Intranet, to ensure equitable sharing of tasks among all awarded Firms. Presently, that process is still under development. The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Firm. At the Firm's expense, the Firm shall visit the site and prepare a detailed proposal for accomplishing the services. The Firm shall determine feasibility of the proposed budget at this time. The Firm shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

The Using Department will evaluate the Firm's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Firm. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Firm to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Firm shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Firm assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Open-End firm based on its evaluation of each Firm's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Purchase Order Restriction/Maximum Fee Limitation: No individual purchase order fee shall exceed \$100,000 under contracts awarded within Open-End A/E contracts, and the sum of all projects during the contract term shall not exceed \$500,000. If a project is expected to be over this amount, requirements shall be forwarded to the Procurement Division and a separate RFP will be done for that project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

No modification can be made which will increase the original purchase order price by more than twenty-five percent (25%) or \$50,000, whichever is greater or exceed the purchase order limits established above, without the approval of the Board of Supervisors or the School Board, as the case may be.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications, which shall be added to or deducted from the total contract amount.
 - B. The written modification shall direct the Firm to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefore. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
 3. Approval of Firm's invoice is the responsibility of the receiving using department.
 4. Any complaint as to quality of services or violation of contract provisions by the Firm shall be reported to the Procurement Division for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
 5. Renewals: As stated on the face of this notice, there are four (4) one-year renewals on this contract; Firms may only negotiate adjustments to the fee schedules during the renewal timeframe which should occur approximately 90 days prior to the current term. Per the contracts, Firms may utilize the CPI-U, Other Services, as the method of fee adjustment. The contract officer must approve all price increases. Contract users will be sent notification of contract changes from the Procurement Division as official notification of such changes, if approved.